

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

1. PURPOSE: To provide guidance for customers involved with Class V supply activities on JBLM.
2. APPLICABILITY: This SOP applies to all civilian and military customers supported by the JBLM ASP and AHAS. This SOP must be used in conjunction with the references listed below.
3. REFERENCES: The most current version of the following publications:

- a. Safety Regulations:

- (1) [AR-385-64](#), Ammunition and Explosives Safety Standards
- (2) [CFR-49](#), Transportation
- (3) [SB-742-1](#), Inspection of Supplies and Equipment Ammunition Surveillance Procedures
- (4) [AR-75-1](#), Malfunctions Involving Ammunition and Explosives
- (5) [AR 385-10](#), The Army Safety Program
- (6) [AR 600-55](#), The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

- b. Accountability Regulations:

- (1) [AR-710-2](#), Supply Policy Below the National Level
- (2) [DA PAM 710-2-1](#), Using Unit Supply System (Manual Procedures)
- (3) [DA PAM 710-2-2](#), Supply Support Activity Supply System: Manual Procedures

- c. Physical Security Regulations: [AR-190-11](#), Physical Security of Arms, Ammunition, and Explosives (with [FL Reg 190-11](#))

- d. General Logistics:

- (1) [FORSCOM Regulation 700-3](#), Ammunition Basic Load

(2) [FORSCOM 700-4](#), Ammunition Logistics

(3) [FL Regulation 700-20](#), Ammunition Procedures

(4) [FORSCOM Regulation 350-10](#), Training and Certification Program for Personnel Working in Ammunition Operations

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6. RESPONSIBILITIES: Operate a Garrison retail ASP, IAW DoD, Army, IMCOM, FORSCOM and I Corps policies and procedures. Receive, inspect, store, inventory, issue, and ship all types of Class V munitions in support of Active Army, DOD Components, and Foreign Military Services.

a. Customer Hours are as follows:

- (1) Issues, Live Turn-ins, Residue, and document processing: Mon - Fri, 0730-1500.
- (2) Amnesty/FOP Turn-ins: Mon - Fri, 0700-1500. After duty hours contact EOD.
- (3) PW Work Order and Maintenance Support/Operations: Mon - Fri, 0700-1500.
- (4) Commercial Carriers: Mon – Thu, 0730-1430, Fridays by appointment only.

b. Operating Hours: Monday - Friday 0630-1700.

c. Non-Customer Hours: Published Wall-To-Wall Inventories, Training and Federal Holidays.

7. SIGNATURE CARDS ([DA FORM 1687](#))

a. Personnel authorized to receive Class V supplies must be in the grade of SGT or above for Category I/II missiles/rockets and explosives IAW AR 190-11 paragraph 7-10. Additionally they must have attended and passed the Ammunition Handlers Class and be certified through the Installation Ammunition Management Office. The unit must have a valid DA Form 1687 stamped by the Installation Ammunition Management Office (IAMO) on file at the JBLM ASP. It is the responsibility of the Commander to ensure all personnel reflected on the signature card are trained and certified on ammunition policies and procedures. The commander may designate a responsible person to receipt for category III and IV ammunition. It is also the responsibility of the IAMO to ensure customers have completed the Installation Ammunition Certification Course prior to approving the signature card.

DA Form 1687 will be valid for a period not to exceed one year and will be reviewed quarterly for accuracy. ASP requires four original copies. Photocopies and FAX copies will not be accepted. Disposition of these copies will be (copy 1) FLASP (copy 2) IAMO (copy 3 & 4) Unit.

b. Commanders should designate responsible individuals to receipt for category III/IV ammunition. Commanders will ensure that a [DA Form 7281-R](#) (Personnel Security Screening Form) is completed for individuals who are working with, requesting, transporting, and receiving ammunition and explosive items. Individuals authorized to approve the [DA Form 581](#) will sign block 14 (c). Individuals authorized to request and receive ammunition will sign block 13c of DA Form 581. Authorized Units must have current Approve and or Authenticate and Request or Receive DA Form 1687s accompanied by Assumption of Command orders on file at the ASP (See Figure O). Customer documents will not be processed until a valid **original 1687** is received. The above explained 1687 procedures also applies to any off post unit (any unit not physically stationed on JBLM) requesting ammunition support through the JBLM ASP.

8. AMMUNITION ISSUE PROCEDURES:

a. Processes to be accomplished prior to an issue:

(1) Prepare DA Form 581 (Request for Issue and Turn-in of Ammunition) and submit it utilizing the new Training Ammunition Request procedures IAW Headquarters Installation Management, DA Pam 710-2-1 and FL Regulation 700-20. Use DA Form e581 as mandated by DA utilizing the e581 module of TAMIS the operator's manual can be found at <https://tamis.army.mil> and this SOP to draw or turn in ammunition for training and operational load. Partial issues are not authorized. All ammunition listed on the DA Form 581 will be issued at one time. The customer is responsible for determining the number and types of

vehicles/trailers required to complete the mission. The QASAS or his designated Surveillance representatives will assist when requested. A helpful tool for determining size and weight of ammunition is the Conventional Ammunition Packaging and Unit Load Data Index (CAPULDI), located on the Defense Ammunition Center website at <https://www3.dac.army.mil/DET/capuldi/capuldi.html>

(2) When large quantities of ammunition are requested, quantities should be requested to the nearest full container i.e., box or can.

(3) Category I missiles and rockets must be processed on a separate [DA Form 581](#).

(4) Non-TAMIS items (e.g., items authorized by CTA 50-909) must be requested on a separate DA Form 581.

(5) Processing DA Form 581 for an issue: Once the approved DA Form 581 is received by the ASP, an appointment date and time for issue will be confirmed with the requesting unit. The ASP must receive the DA Form 581 a minimum of five working days prior to the material required date. This is to allow for stock selection, clearance and re/pre-packaging. Issue requests less than 5 working days out must be accompanied by a Letter of Lateness, signed by the first LTC in the chain of command. A Letter of Lateness does not guarantee the appointment date/time requested. Under no circumstances will units process more than one TAMIS action or document for the same pickup date. Units must consolidate multiple documents or change the pick-up date.

(6) Units that route their DA Form 581 through distribution (U.S Army Reserve or National Guard) must verify their issue date and time with the ASP at least four working days prior to the issue date.

(7) Armed guards are required for Category I and II ammunition issues. The assistant driver must be a SGT or above and armed with his/her assigned weapon and ammunition. Also, escort and trail vehicles (not ammunition laden) with two-way radio communication are required for transporting Category I missiles/rockets. Military Police Command will be notified when transporting Category I and II ammunition over public highways. In addition to the above, Category I missiles and rockets must be transported in a locked Milvan type container and positioned on the vehicle in such a way as to prevent the opening of the doors without downloading the container, when training is being conducted on another Installation other than JBLM. However it is highly recommended that the customer forecast CAT I to the installation ASP closest to their training site.

(8) Individuals authorized to receive ammunition, as indicated on the DA Form 1687, must inventory and sign for the ammunition at the time of issue (i.e., [DA Form 3151](#) when ammunition is being issued and DA Form 581 at the conclusion of the issue).

(9) Units need to send additional vehicles to transport their work crews (these vehicles must be able to pass a safety inspection). **Transporting troops in a vehicle loaded with ammunition is prohibited.** The correct number of vehicles to transport ammunition must be present at the scheduled appointment time to preclude delays that may cause the appointment to be rescheduled.

(10) Two HAZMAT certified drivers one of which must be an E-5 (CAT I or II draws) or above are required for each vehicle; with proof of training on a DA Form 5984E or OF 346 Operators permit with Hazardous Materials endorsement signed by the Commander. Civilian personnel must have a current Commercial Drivers License (CDL) with Hazardous Material endorsement and Medical Examiners Certificate. Certificate or a memorandum from the Unit Commander verifying that the individual has met training requirements is accepted as proof of Hazardous Material Training.

(11) The proper amount of tie down straps, blocking/bracing, explosive placards, and tie down clips must be available for each of the vehicles and/or trailers hauling ammunition. This is a unit responsibility. Reporting late for a scheduled appointment time will be justification for the ASP to cancel the unit's appointment. If the necessary materials and supplies are not available at the scheduled appointment time the issue may be rescheduled for another day.

(12) Requests for Category I rockets and missiles must be requested on a separate [DA Form 581](#) with a pickup date no earlier than 24 hours prior to the training event and must be turned in no later than 24 hours following the end of training date as reflected on the issue DA Form 581.

b. AMMUNITION ISSUE PROCEDURES:

(1) First, sign in at customer service!

(2) If a customer arrives 30 minutes after the scheduled appointment time they may or may not be serviced that day. This is totally dependent on workload, mission and other customer support. If the unit will not be serviced, the customer will have to request another appointment date. Should a customer have to be rescheduled, command notification is required IAW paragraph 15 of this SOP. Appointments for issues are made after a TAMIS request has been submitted, approved, validated and accepted. It is strongly recommended that unit's ammunition manager go back into TAMIS to verify appointment Time and Dates. Contact the ASP to verify date/time of the appointment if you wish.

(3) Prior to each vehicle entering the ASP it must be inspected and capable of passing a [DD Form 626](#) inspection, (see figure A). Vehicles failing the safety inspection may be placed on standby or may have to reschedule the appointment. This is dependent on workload and mission. Once the vehicle(s) have passed the DD Form 626 inspection immediately report to Customer Service; Checkers will be assigned at that time. Should a customer have to be rescheduled

because of DD Form 626 failure command notification is required IAW paragraph 15 of this SOP.

(4) All unit weapons and ammunition for security of Category I and II, issues will remain in the possession of the unit during the issue. The Checker will inform ASP Guard that the customer is drawing Category I and II items. Customers will ensure that the weapon is cleared and the magazine removed and placed in the pocket prior to entering the ASP main gate.

(5) The ASP Checker will escort the customer into the ASP; at this time the customer comes under the control of the checker/ASP. During the issue process, the checker and customer (SGT or above signing for ammo) will both inventory all ammunition at the time it is issued at the storage site, i.e., verify Lot Number, NSN, DODIC, Condition Code, Quantity and Serial Number if required. These counts will be conducted outside the storage magazine or in the doorway prior to loading the vehicle (some exceptions apply). Note: If the customer refuses to conduct an inventory on the items being issued the issue will be stopped and the Chief, ASP notified for action.

(6) After the issue, the unit vehicle(s) will be escorted to the outbound inspection line (inside ASP, known as 2nd count line). Surveillance will be notified immediately by the checker to initiate the final vehicle inspection. During the inspection the checker will escort the customer representative on the [DA Form 1687](#) to the front gate and observe him/her until they enter the door to Customer Service. The customer will present the issue 3151-Rs to the ASP Customer Service representative for processing. Note: The vehicles will not depart the ASP until escorted out by the issuing checker. **Customer Service will annotate the Live Turn-in and Residue dates in Block 29 of the DA Form 581 at the time of Issue.**

(7) If quantities match and the customer agrees, the customer will sign the [DA Form 581](#). In cases when the first and second counts do not match, additional counts will be conducted until a match occurs.

(8) The customer will receive their copy of the DA Form 581, and 3151 and immediately return to their vehicle(s). The checker will verify blocks 30 (a) and 30 (b) for the appropriate Customer Service representative's signature and block 25 of the [DD Form 626](#) for a surveillance representative's signature before releasing the customer.

(9) All ammunition issued on a DA Form 581, Request for Issue and Turn-in of Ammunition, must be issued on the date and time scheduled. Issues that cannot be completed on the date and time of pickup i.e., due to late arrival of units, lack of transportation, or personnel, will not be started. Units, depending on mission, may be required to return the following day on standby basis and may or may not be serviced; again this is totally dependent on workload and **is not a guarantee of issue**. If prior coordination is not made with the ASP indicating that a unit may be delayed, the document will be closed out at the end of the scheduled date of pickup. The unit will be required to resubmit a new DA Form 581, if ammunition is still required.

9. LIVE AMMUNITION TURN-IN PROCEDURES:

a. Process and Information Prior to Conducting the Live Turn-in:

(1) A DA Form 581 must be prepared and processed IAW DA Pam 710-2-1 and FL Regulation 700-20. Live Turn-in appointments will be scheduled at the completion of the Issue. Emergency appointments must be requested in person a minimum of 24 work hours in advance. For example, if a turn-in document is submitted on Monday the turn-in may be scheduled for Wednesday morning or if the turn-in document is submitted on Wednesday the turn-in may be scheduled for Friday. Units will be scheduled for a next day turn-in, only when the turn-in can be supported. Next day turn-ins will be handled on a case-by-case basis. **Note** if the ASP is unable to support the requested turn-in appointment due to workload or mission, the Chief, ASP/Accountable Officer has the authority to extend the document(s) delinquent date(s).**

(2) Customers must schedule enough vehicles to ensure the ammunition is segregated by issue documents, and compatibility group. Ammunition turn-ins not clearly segregated will be rescheduled. It is the customer's responsibility to ensure there are enough personnel available to conduct the turn-in efficiently. Number of personnel depends on how much ammunition will be turned-in and how much has been opened.

(3) Ammunition must be cleaned and repackaged to the issue configuration prior to conducting the turn-in (no exceptions). A SSG or above must inspect all opened containers to ensure lot numbers, quantity and packaging are all accurate and correct. The SSG or above conducting the inspection will sign a certificate for each container inspected and put the certificate in the container. Do not open depot sealed containers! Note** If opened containers are missing certificates or the certificates are not properly filled out and signed, the unit will be required to reschedule the turn-in. Should a customer have to be rescheduled, command notification is required IAW paragraph 15 of this SOP.

(4) To prevent delinquent documents, units should turn-in all live ammunition within two working days after the training exercise termination date. Reminder, it's the customer's responsibility to manage their ammunition in order to prevent delinquent documents, i.e., customers that are delinquent cannot draw any training ammunition until all delinquent documents have been reconciled.

(5) The customer must ensure their turn-in request, ([DA Form 581](#)) reflects only the items and quantity (or less) drawn on the corresponding issue 581, (e.g., if you draw ammunition on three different DA Form 581's and have ammunition remaining from each document, then three DA Form 581's are required for the live turn-in). Units **must** ensure they bring a completed 581 to customer service a minimum of 24 hours prior to the scheduled appointment dates reflected in block 29 of the Customers Issue DA Form 581. It is important that the customer bring copies of all issue documents associated with the scheduled turn-in.

(6) The ASP will not accept ammunition that was not part of the original issue document. In this event, the ammunition should be turned-in against the document that it was issued on; or an investigation should be initiated to determine where the ammunition came from. Ammunition in this category can be processed as an amended or as a Found on Post (FOP) turn-in.

(7) Consumption statements are required for Category I, and II ammunition expenditures, (See FL Regulation 700-20 and DA Pam 710-2-1 for procedures) **prior to ammunition turn-in.** All expended serial numbers for Category I will be annotated on the [DA Form 5692-R](#) (Ammunition Consumption Certificate) See example of DA Form 5692-R on page 28 (Figure L) of this SOP. Refer to Figure I of this SOP for items which will require a Consumption Certificate. **This list is not all-inclusive.**

b. Conducting Live Turn-in:

(1) Customers arriving after the scheduled appointment time may or may not be serviced; this is totally dependent on workload and mission. Should a customer have to be rescheduled, command notification is required IAW paragraph 15 of this SOP. IAW Fort Lewis regulation 700-20, Para. 7-1 (e) **Failure to meet scheduled turning appointments will automatically place units on delinquent document list regardless of time or situation and will not be allowed to receive further CL V(T) until the issued documents are cleared.**

NOTE***Requests to change a scheduled appointment must be delivered in memorandum format by the unit to the ASA Accountable Officer NLT 24 hours prior to the appointment time. The memo must be signed by the unit commander (0-3) or above.

(2) Each vehicle entering the ASP must pass a [DD Form 626](#) inspection (the unit must ensure the origin information part II and III of the DD Form 626 is already filled out). If a customer fails the vehicle inspection, they may or may not be serviced that day. This is totally dependent on the circumstances, workload, and mission. Should a customer have to be rescheduled, command notification is required IAW paragraph 15 of this SOP.

(3) Prior to entering the ASP, the live turn-in section will conduct a preliminary inspection to ensure the ammunition is ready for turn-in.

(4) Upon completion of the vehicle inspection report to Customer Service with DD Form 626. At this point an ASP checker will be assigned and the unit escorted into the ASP. Note, the checker will sign in all personnel not reflected on the ASP access roster at the front gate prior to entering the ASP. All customer weapons and ammunition used for securing Category I, and II items will be allowed entrance into the ASP and will remain in the possession of the unit's armed guard(s).

(5) Upon entering the ASP the customer comes under the control of the ASP checker or live turn-in section.

(6) All ammunition returns must be re-packaged to issue configuration. Opened ammunition containers will be inspected by a SSG or above, from the unit returning the items, to

ensure that lot numbers and quantities agree with the lot numbers printed on the container, and that all ammunition components are present and are properly repackaged (Non-depot sealed containers). This will be accomplished prior to the scheduled appointment time. If the unit fails to meet the criteria above, the turn-in may be terminated. Should a customer have to be rescheduled, command notification is required IAW paragraph 15 of this SOP.

(7) Upon completion of the inspection and inventory, the checker will escort the unit to the storage area to conduct the second count and store the ammunition. After all the ammunition is stored, the unit will be escorted out of the ASP by the assigned checker. The unit representative will then report to the customer service section where their DA Form 581 will be processed and signed.

10. RESIDUE TURN-IN PROCEDURES:

a. General Residue Information: Ammunition residue is not garbage or trash. It is Class V packaging material. All residue/packing materials must be controlled, managed and turned into the ASP residue yard. Certain items will require shortage statements. Again “ALL” residue/packing materials **MUST** be returned to the ASP for screening and processing. **DO NOT** throw residue/packing materials in the garbage!

b. Pre-Residue Turn-in Process:

(1) Customers must conduct a 100% screening, inventory and certification inspection of all residue items prior to the turn-in appointment. Per Army policy, annotate and sign the certification statement on the [DA Form 581](#) (block 28). Per FORSCOM Regulation 700-4 this signature will be the signature of the unit representative performing the inspection prior to delivery to the storage activity. This inspection will be made by an Officer or Senior NCO, or SSG designated in writing by the unit commander. See FORSOM 700-4 page 11, paragraph (h) (1) for the required statement.

(2) A DA Form 581 must be prepared and processed IAW DA Pam 710-2-1 and FL Regulation 700-20. Residue turn-in appointments will be scheduled on the date of ammunition issue; emergency appointments must be scheduled in person a minimum of 24 work hours in advance. For example, if a turn-in document is submitted on Monday the turn-in can be scheduled for Wednesday morning or if the turn-in document is submitted on Wednesday the turn can be scheduled for Friday. Units will be scheduled for a next day turn-in, only when the turn-in can be supported. ****Note if the ASP is unable to support the requested turn-in appointment due to workload or mission, the Chief, ASP/Accountable Officer has the authority to extend the document(s) delinquent date.**

(3) All residue must be segregated by document and type of residue prior to the scheduled appointment time, (e.g., speed loaders, filler clips, bandoleers, boxes, cans, signal flares, expended rockets/missiles, expended cartridges of the same DODIC/Lot, cardboard, etc).

(4) Ensure all documentation is prepared IAW policy and is present during the turn-in, (e.g., issue DA Form 581, live turn-in DA Form 581, consumption certificates, and shortage statements provided you know what residue you are missing).

(5) Ensure all personnel have the proper safety gear and gloves.

(6) No live ammunition will be allowed in the residue yard.

(7) Ensure all live ammunition has been turned-in prior to scheduling a residue turn-in.

(8) Most residue material will be counted or weighed and annotated on the residue calculator.

IMPORTANT: Ammunition residue is not garbage or trash it is Class V component. All residue/packing materials must be controlled, managed and turned into the ASP residue yard. Certain items will require shortage statements; certain items will not. “**ALL**” residue/packing materials must be returned to the ASP for screening and processing. DO NOT throw residue/packing materials in the dumpsters!

c. Residue Turn-in Procedures:

(1) If a customer arrives after the scheduled appointment time they may or may not be serviced, this is totally dependent on workload and mission. If the customer is not serviced, the turn-in will be rescheduled for another day and the procedures in paragraph 15 applied.

(2) Customer vehicles will not enter the residue yard until directed by a residue representative.

(3) The residue representative will ensure that the customer has performed all the procedures reflected in the pre-residue turn-in process prior to accepting the turn-in. Customers must have enough personnel present to conduct the turn-in. If the customer needs to be rescheduled, command notification is required IAW paragraph 15 of this SOP.

(4) After passing the spot inspection, residue will be unloaded and segregated by the customers.

(5) Expended cartridges (brass/steel cartridge cases) that have been screened and found free of live ammunition will be weighed according to type and annotated on the residue calculator.

(6) An ASP representative will conduct a 100% inspection of all items being turned-in to include recycle or items that are to be discarded in the dumpsters. Customer personnel will not be allowed to inspect residue during the turn-in. The following turn-in procedures will be adhered to:

(7) All cans, boxes, container etc. will be opened and tipped upside down and lids removed. The boxes and cans will be turned upright and visually inspected.

(8) All ammunition cartridges cases 20mm and below will be screened on the screening table. All cartridge cases above 20mm will be individually checked and counted. Note: Only small arms expended cartridge cases will be screened in the small screening shed.

(9) All signal tube flares will be individually checked for live explosive contents.

(10) All fiber or plastic containers will have both caps removed. They will be tipped over both ways and visually checked prior to disposal.

(11) All landfill items will be physically checked prior to being placed in the dumpsters. Containers of any type will have the tops removed prior to discarding in a dumpster or placing in a recycle bin.

(12) All expended Category I missiles/rockets will be inspected by Surveillance at the time of the turn-in. Also, all serial numbers will be verified off the missile/rocket by both the residue and customer representative. For non-serial numbered Category I items, the lot numbers will be verified.

(13) All explosive labels will be removed or obliterated at the time of the turn-in. No residue will be stored with explosive labels attached.

(14) Both the customer and residue representative must agree on the quantities being turned in at the time the items are being processed. The residue calculator (working copy) will be used to record all quantities. Upon completion of the turn-in the working copy of the residue calculator will be submitted to the Customer Service representative for processing. Customer service will edit the turn-in and determine what items and quantities require a shortage statement and if the consumption certificates are correct. If no shortage exists and all documents are present the issue and turn-ins will be reconciled. See Paragraph 11 for reconciliation procedures.

d. Live Ammunition In Residue Processing Procedures:

(1) In the event that live ammunition is found mixed in with the residue, the turn-in will be stopped and the Chief ASP notified to determine if the turn-in should be terminated. At this time Command notification is required IAW paragraph 15 of this SOP.

(2) If a large portion of the turn-in has been processed when live ammunition is found, the Chief, ASP may elect to accept the items already screened as a partial turn-in. Should this be the case, a residue calculator will be completed for those items turned-in and annotated with the statement: "Partial Turn-in, Live Ammunition Found in Residue". The DA Form 581 will be processed for what was turned-in, and a new DA Form 581 resubmitted for another residue turn-in by the unit.

(3) When live ammunition is found a receipt memorandum (see figure H) will be prepared and signed by the unit and residue representative. It is the customer's responsibility to follow the procedures outlined in the receipt memorandum.

(4) On any occurrence where live ammunition is found in residue, the residue representative and Munitions Section Supervisor will prepare and process a customer discrepancy/rejection memorandum (see figure F). The memorandum will be signed for by the customer to ensure command notification is initiated and corrective measures are implemented.

11. USING UNIT RECONCILIATION:

a. Reconciliation must be completed within five working days after completion of training date reflected on the issue DA Form 581. Customers that do not reconcile their issue document within the five working days will become delinquent and are prohibited from drawing any more ammunition or processing any issue requests until the document is reconciled.

b. Consumption Certificates: See Figure I for items that require a consumption certificate. The list referred to in Figure I is not all-inclusive.

c. Shortage Statements: See Figure G for items that require a shortage statement. **NOTE: Per FORSCOM policy all residue/packing materials must be returned to the ASP for processing.

d. Reconciliation must be accomplished IAW AR 710-2, FORSCOM Regulation 700-4, DA Pam 710-2-1 and DA Pam 710-2-2, and Fort Lewis Regulation 700-20.

e. Amended turn-in procedures. Units are authorized to make an "amended turn-in" Amended turn-in documents will be signed by the first lieutenant colonel in the chain of command, and will include a completed [DA Form 5811-R](#) for all shortages and excesses of ammunition and residue. The lieutenant colonel will sign block 14a of DA Form 581.

12. EXCEPTION TO POLICY: An approved exception to policy memorandum is required when a customer wants an exception to established policies and procedures. Exceptions to policy must be processed IAW the regulation in which the exception is being requested. Letter of Lateness type exceptions may or may not be supported; this is dependent on the ASP's workload and mission (See Figure M). Customers can FAX to (967-5082) or hand-carry the letter of lateness to Customer Service.

13. LETTERS OF CANCELLATION:

a. A Letter of Cancellation is required when a customer needs to cancel an ASP appointment less than 48 hours before issue. The letters must be signed by the Company Commander or higher, (See Figure O).

b. The Letter of Cancellation must contain the following information; Issue or turn-in document number to be canceled; Reason for cancellation; Unit Commander's signature.

c. Customers can hand-carry the letter of cancellation to Customer Service or Fax to 967-5082.

14. REQUESTING EXTENSION OF AN ISSUE DOCUMENT (TRAINING DATES: Process IAW FL Regulation 700-20. At minimum, all requests must be submitted to the ASP prior to the document going delinquent.

15. COMMAND NOTIFICATION AND RESCHEDULING:

a. Command notification (LTC or above) is required when the ASP is adversely impacted by the customer or when the customer is adversely impacted by its own actions/in-actions. The purpose of the memorandum is to ensure commanders are aware of all problems that could adversely impact accountability, safety, physical security and/or training. Note** If a customer has to reschedule an appointment it must be IAW policy and procedures, i.e., five working days out for issues and 24 hours out for turn-ins.

b. Memorandum must state the corrective action taken to prevent any future disruptions. Memorandum must be addressed to the Chief, ASP (See Figure N).

16. TRANSPORTING AMMUNITION AND EXPLOSIVES:

a. Ammunition is hazardous material and therefore must be transported with extreme care. This section contains requirements for transporting ammunition (See Figure B for vehicle compatibility requirements).

b. All vehicles used to transport ammunition will be inspected using [DD Form 626](#) (See Figure A). Sections I and II of origin section will be filled out by the customer prior to arrival at the ASP. Once ammunition is received, section III will be completed by the Surveillance Section.

c. A preliminary inspection will be done prior to leaving your motor-pool. A qualified member of your unit will inspect the vehicle and record the results on a DD Form 626 (See Figure A).

d. Vehicles will not enter the ASP if it fails the DD Form 626 inspection.

e. Vehicle drivers are required to maintain a valid DD Form 626 (2 copies) for the duration of the shipment.

f. Vehicles transporting Class 1.1, 1.2 and 1.3, ammunition are not allowed within the cantonment area except on marked ammunition truck routes (See FL Reg 700-20). Small arms ammunition may be transported through the cantonment area when absolutely necessary.

g. Unit Commanders are responsible for ensuring all vehicle(s) have passed a DD Form 626 inspection prior to sending vehicle(s) to the ASP or when hauling ammunition and explosives. **Note: The Driver (s) and Assistant Driver(s) of the vehicle(s) hauling ammunition must be HAZMAT certified, proof of hazmat training must be shown on the driver's licenses or a certificate provided. Additionally, IAW FL Reg. 190-11, at least one of the drivers must be a SGT/ E-5 or above in each vehicle transporting ammunition in categories I and II. When ammunition is transported off post a [DD Form 836](#) must be present in the vehicle transporting the ammunition. DA Form 836 may be acquired through the Ammunition Surveillance Section at the Ammunition Supply Point.

17. AMMUNITION HOLDING AREA (AHA) PROCEDURES:

a. General Information:

(1) The JBLM AHA has been established and licensed for the purpose of administratively storing ammunition for short periods of time. The AHA will not be used for a field ASP, ATP or tactical storage area. All JBLM customers can utilize the AHA if space is available or if the AHA has not exceeded its Net Explosive Weight. The AHA is not designed to store ammunition over extended periods or to circumvent good supply management.

(2) The AHA will not be used to store 10 cases or less of 1.4S small arms ammunition (5.56, or 7.62) and below. These amounts and types of small arms ammo must be stored in the Customer arms room unless approved by the Chief ASP. The exception to this is units that are not stationed at JBLM or units that do not have Unit Arms Rooms.

b. AHA Customer Hours: 0730-1530 hours (Mon-Fri).

c. AHA Assignment Procedures:

(1) **AHA assignment can occur during ASP customer hours only.** Once an AHA space is assigned, it can be accessed 24 hours a day. On the day the customer draws the ammunition an AHA space can be requested and used. On the day the training event begins, the customer must terminate its use of the AHA. This applies to customers that are in FTXs, ARTEPS, etc. This does not apply to units in range week (i.e. not deployed in the field). These units can store their ammunition in the AHA for the duration of the exercise. Units may submit memorandum requesting an extension for an additional 5 working days, provided this memorandum is submitted 24 hours prior to expiration date indicated on the AHA assignment memorandum.

(2) Individuals listed on signature card are authorized users of the AHA. The following items are required at the time the request for an AHA space is submitted: Issue [DA Form 581](#), an

inventory, and two locks (if MILVAN storage is requested for Category I and II items one 9500 series high security lock and one 5200 series low security lock are required). **NOTE: Two-person control is required for the keys and entry into the Milvans when Category I missiles/rockets are being stored (this is a commanders responsibility). Category III and IV items may be secured with one 5200 series Low Security Lock.

(3) Net explosive weight computation will be completed before the memorandum for Milvans, Open Bays or Vehicle parking space assignment is submitted.

(4) A designated ASP representative authorized on the AHA [DA Form 1687](#) will assign AHA Milvans, bays or vehicle parking spaces. Once assigned, the unit will receive two copies of assignment document (See Figure D). One copy is for the using unit and one copy to be placed in the AHA Guard book.

(5) At no time will Category I, II, or Category III demo items (1.1B/1.4B) be stored on a vehicle. The items must be sand bagged to the top of the items stored. The items must be stored in a Milvan at all times. Category I access and key control must be managed IAW AR 190-11.

d. AHA Entry Procedures:

(1) For initial entry into the AHA, units must provide the AHA guard with the approved assignment memorandum issued by the ASP, their ID card and a completed DD Form 626 (not more than 24 hours old), (See Figure A).

(2) Milvans will be secured with one 5200 series low security lock for category III and IV items.

(3) All Milvans and vehicles in the AHA will be inventoried every 24 hours. Net Explosives Weights (N.E.W.) will be totaled and added to the inventory report (See Figure E). If the Milvan or vehicle parking space is empty an inventory will still be completed and annotated as empty. If sealed with a serial numbered cable seal, the seal can be inventoried every 24 hours if the serial number has not been changed / broken. When submitting inventories for sealed Milvans, units must annotate the current inventory, and Net Explosive Weights (NEW) on each inventory report along with the seal number. **Prior approval from the Chief, ASP is required for this procedure.** AHA inventory reports are available from the AHA guard shack or ASP, and, upon completion will be placed in the container located in the AHA guard shack.

(4) Failure to conduct and provide physical inventories every 24 hours will result in command notification. The lowest level commander notified will be the Battalion Commander or first LTC in the chain of command.

(5) Only the authorized unit representative listed on the AHA assignment document will escort work crews and vehicles to assigned Milvans and/or vehicle parking spaces.

(6) Prior to storing ammunition in the Milvan, inspect the container for leaks, locking hasps, and any other deficiencies that may affect security, accountability or safety. If a deficiency is noted, notify the ASP immediately for reissue of a serviceable Milvan.

(7) Live ammunition and residue will not be stored in the same Milvan. Live ammunition will be properly stored IAW AR 385-64. Magazine data cards will be used in accordance with DA Pam 710-2-1. ****NOTE:** Expended Cat I missiles and rockets must be secured in Milvans, Cat I items cannot be stored on vehicles.

(8) Blasting caps must be sandbagged when stored in Milvans IAW Hazard Classification of United States Military Explosives and Munitions. Detonators/Blasting caps will be secured in Milvans Only!!!

(9) Units using vehicle parking spaces will have a fire point consisting of two 10 BC or higher fire extinguishers (one located in the front and one located in the back of the vehicle). The vehicle will be unlocked with the dispatch and DD Form 626 on the driver's seat. Trailers must be attached to vehicles.

(10) Units must notify the ASP once they have removed their vehicle permanently from the vehicle parking space, or vacated a Milvan, or Bay space.

e. AHA Exiting Procedures (when the Milvan or Vehicle space is still assigned):

(1) Inspect and police call area outside of Milvan and/or vehicle area to ensure all items are policed up or secured.

(2) Secure the Milvan with one low security lock (5200 series).

(3) When departing the AHA with ammunition, vehicles must have a current DD Form 626 (not more than 24 hours old), proper placards, ammo tied down properly, and two licensed and HAZMAT qualified drivers; one must be in the grade of E-5 or above when transporting Cat 1 or 2 explosives.

f. Extensions of Assigned Milvan or Vehicle Area: Requests for extensions must be submitted to the Chief, ASP for approval 24 hours prior to the final ending date on the Assignment Memo. These requests must be signed by a Company Commander or above and must explain in detail the reason the extension is required.

g. Clearing the AHA Milvan(s):

(1) The unit must remove their locks and all ammunition/residue in the milvan(s). The milvan(s) and its surrounding area will be policed. The Milvan will then be secured with the ASP 5200 series (low security) lock. Debris will be policed up and taken back to unit area for disposal (if it's residue it must be turned in to the ASP on a [DA Form 581](#)).

(2) All items that were placed in the Milvan by the unit must also be removed.

(3) Immediately return the 5200 series key to the ASP for final clearance.

18. AMNESTY/FOUND ON POST (FOP) TURN-INS:

a. See FL Regulation 700-20, AR 710-2, and DA PAM 710-2-1 for procedures.

b. The ASP accepts all amnesty/FOP turn-ins during normal duty hours. During non-duty hours contact the EOD for assistance at (253) 967-5507.

c. Amnesty turn-ins cannot be investigated; no questions asked or fear of prosecution.

19. PROBLEMS THAT OCCUR WHICH GENERALLY HAVE AN ADVERSE IMPACT AND EFFECT ON TRAINING AND ARMY READINESS: Most ammunition related problems occur when ammunition users and managers fail to work within the parameters and standards established by the Army, i.e., not thoroughly screening residue for live ammunition, drawing more ammo than can be shot, showing up late for scheduled appointments, not reconciling documents within five working days, requesting ammunition within 5 working days of use, not inspecting vehicles prior to dispatching, opening more than 10% of their ammunition during training exercises, no ammunition certification certificates in live turn-in containers/boxes, etc. It is the customer's responsibility to ensure all Army policies and standards are adhered to in order to eliminate an adverse impact to training and/or readiness. It is also important to understand that ammunition policies and procedures are not written by the ASP; however it's the ASP responsibility to enforce the standard. Ammunition policies, procedures and standards are realistic and manageable as long as discipline and attention to detail is constantly applied. It is also extremely important that all ammunition personnel are adequately trained and screened IAW the requirements specified in AR 190-11.

20. TECHNICAL ASSISTANCE: For technical assistance, training of new ammunition personnel (ASP related), and/or additional information please contact the Chief, ASP at Commercial 253-967-7822/7841 or DSN 357-7822/7841.

//Original Signed//

GAREY R. HEUMPHREUS
Director of Logistics

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

DISTRIBUTION:

DIRECTOR OF LOGISTICS

ISD CHIEF

PLANS & OPERATIONS DIVISION

DOL WEBMASTER

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SUPPLY FILE

Appendix A

DD Form 626-Motor Vehicle Inspection

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
<small>(Read Instructions before completing this form.)</small>											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION 1 - DOCUMENTATION				ORIGIN a.				DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. <small>(X if satisfactory at origin)</small>										9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*	
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:				YES		NO	
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR		YES NO	
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER		YES NO	
SECTION II - MECHANICAL INSPECTION											
<small>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</small>											
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)					
12. PART INSPECTED <small>(X as applicable)</small>		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPAULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS <small>(X one)</small> ACCEPTED						REJECTED					
<small>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</small>											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <small>(X one)</small> ACCEPTED						REJECTED					
15. REMARKS											
16. INSPECTOR SIGNATURE <small>(Origin)</small>						17. INSPECTOR SIGNATURE <small>(Destination)</small>					
SECTION III - POST LOADING INSPECTION											
<small>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</small>											
		ORIGIN (1)		DESTINATION (2)				ORIGIN (1)		DESTINATION (2)	
		SAT UNSAT		SAT UNSAT				SAT UNSAT		SAT UNSAT	
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DD FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT SPECIAL PERMIT 868											
25. INSPECTOR SIGNATURE <small>(Origin)</small>						26. DRIVER(S) SIGNATURE <small>(Origin)</small>					
27. INSPECTOR SIGNATURE <small>(Destination)</small>						28. DRIVER(S) SIGNATURE <small>(Destination)</small>					

DD FORM 626, MAR 2007

PREVIOUS EDITION IS OBSOLETE.

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Adobe Professional 7.0

Appendix A Continued

Instructions for DD Form 626-Motor Vehicle Inspection

INSTRUCTIONS	
<p>SECTION I - DOCUMENTATION</p> <p>General Instructions.</p> <p>All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only items 2 through 7 are required to be checked at destination.</p> <p>Items 1 through 5. Self explanatory.</p> <p>Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.</p> <p>Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.</p> <p>Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.</p> <p>b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).</p> <p>c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.</p> <p>d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.</p> <p>e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.</p> <p>f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.</p> <p>Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.</p> <p>SECTION II - MECHANICAL INSPECTION</p> <p>General Instructions.</p> <p>All items (12.a. through 12.i.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.</p>	<p>SECTION II (Continued)</p> <p>Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)</p> <p>b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)</p> <p>c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)</p> <p>d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)</p> <p>e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)</p> <p>f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)</p> <p>g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)</p> <p>h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)</p>

Appendix A Continued

Instructions for DD Form 626-Motor Vehicle Inspection

INSTRUCTIONS	
<p>SECTION II (Continued)</p> <p>i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)</p> <p>j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)</p> <p>k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)</p> <p>l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)</p> <p>m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)</p> <p>n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)</p> <p>o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)</p> <p>p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.</p>	<p>SECTION II (Continued)</p> <p>q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)</p> <p>r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))</p> <p>s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))</p> <p>t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.</p> <p>Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.</p> <p>SECTION III - POST LOADING INSPECTION</p> <p>General Instructions.</p> <p>All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.</p> <p>Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.</p> <p>Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.</p> <p>Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.</p> <p>Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.</p> <p>Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 836.</p> <p>Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.</p> <p>Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.</p>

Appendix B

Motor Vehicle Compatibility Requirements

For Ammunition Compatibility chart refer to the following link under the Defense Ammunition Center web site under Yellow Book On-line: Defense Ammunition Center website, <https://www3.dac.army.mil/>

RAIL CAR and PUBLIC HIGHWAY COMPATIBILITY TABLE for HAZARD CLASS 1 (EXPLOSIVE) MATERIALS from 49 CFR, 1 October 2008, Parts 174 and 177 respectively

Class 1 (explosive) materials may not (rail car)/shall not (public highway) be loaded, transported, or stored together, except as provided in this section, and IAW the following Compatibility Groups (CGs) table:

COMPATIBILITY TABLE FOR CLASS 1 (EXPLOSIVE) MATERIALS

CGs	A	B	C	D	E	F	G	H	J	K	L	N	S
A		X	X	X	X	X	X	X	X	X	X	X	X
B	X		X	4/X ₍₄₎ *	X	X	X	X	X	X	X	X	4/5
C	X	X		2	2	X	6	X	X	X	X	3	4/5
D	X	4/X ₍₄₎ *	2		2	X	6	X	X	X	X	3	4/5
E	X	X	2	2		X	6	X	X	X	X	3	4/5
F	X	X	X	X	X		X	X	X	X	X	X	4/5
G	X	X	6	6	6	X		X	X	X	X	X	4/5
H	X	X	X	X	X	X	X		X	X	X	X	4/5
J	X	X	X	X	X	X	X	X		X	X	X	4/5
K	X	X	X	X	X	X	X	X	X		X	X	4/5
L	X	X	X	X	X	X	X	X	X	X	1	X	X
N	X	X	3	3	3	X	X	X	X	X	X		4/5
S	X	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	X	4/5	

* At the intersections of CGs B and D "4/X₍₄₎" appears - "4" applies for Rail Car and "X₍₄₎" applies for Public Highway.

NOTE: Except for "4/X₍₄₎" when neither Note 4 nor Note 5 apply, consider the space blank.

RAIL CAR

1. Instruction for using the Compatibility Table for Class 1 (Explosive) Materials are as follows:

a. A blank space in the Table indicates that no restrictions apply.

b. The letter "X" in the Table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.

c. The numbers in the Table mean the following:

(1) "1" means explosives from compatibility group L may only be carried on the same rail car with an identical explosive.

(2) "2" means any combination of explosives from compatibility group C, D, or E is assigned to compatibility group E.

(3) "3" means any combination of explosives from compatibility group C, D, or E with those in compatibility group N is assigned to compatibility Group D.

(4) "4" means detonators and detonating primers, Division 1.4S (explosives) may not be loaded in the same car with Division 1.1 and 1.3 (explosive) materials.

(5) "5" means Division 1.4S fireworks may not be loaded in the same car with Division 1.1 or 1.2 (explosive) materials.

(6) "6" means explosive articles in compatibility group G, other than fireworks and those requiring special stowage may be loaded and transported with articles of compatibility groups C, D, and E, provided no explosive substances are carried in the same rail car.

2. Except as provided in paragraph (i) of this section (*3 below*), explosives of the same compatibility group but of different divisions may be transported together provided that the whole shipment is transported as though its entire contents were of the lower numerical division (i.e. Division 1.1 being lower than Division 1.2). For example, a mixed shipment of Division 1.2 (explosive) materials and Division 1.4 (explosive) materials, compatibility group D, must be transported as Division 1.2 (explosive) materials.

3. When Division 1.5 materials, compatibility group D are transported in the same freight container as Division 1.2 (explosive) materials, compatibility group D, the shipment must be transported as Division 1.1 (explosive) materials, compatibility group D.

PUBLIC HIGHWAY

1. Instructions for using the Compatibility Table for Class 1 (Explosive) materials are as follows:

a. A blank space in the Table indicates that no restrictions apply.

b. The letter "X" in the Table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.

c. The numbers in the Table mean the following:

(1) "1" means explosives from compatibility group L may only be carried on the same rail car with an identical explosive.

(2) "2" means any combination of explosives from compatibility group C, D, or E is assigned to compatibility group E.

(3) "3" means any combination of explosives from compatibility group C, D, or E with those in compatibility group N is assigned to compatibility Group D.

(4) "4" means see section 177.835(g) when transporting detonators.

(5) "5" means Division 1.4S fireworks may not be loaded on the same transport vehicle with Division 1.1 or 1.2 (explosive) materials.

(6) "6" means explosive articles in compatibility group G, other than fireworks and those requiring special handling, may be loaded, transported and stored with articles of compatibility groups C, D, and E, provided no explosive substances (such as those contained in articles) are carried in the same vehicle.

2. Except as provided in paragraph (i) of this section (3 *below*), explosives of the same compatibility group but of different divisions may be transported together provided that the whole shipment is transported as though its entire contents were of the lower numerical division (i.e. Division 1.1 being lower than Division 1.2). For example, a mixed shipment of Division 1.2 (explosive) materials and Division 1.4 (explosive) materials, compatibility group D, must be transported as Division 1.2 (explosive) materials.

3. When Division 1.5 materials, compatibility group D are transported in the same freight container as Division 1.2 (explosive) materials, compatibility group D, the shipment must be transported as Division 1.1 (explosive) materials, compatibility group D.

APPENDIX C STORAGE COMPATIBILITY REQUIREMENTS

For Ammunition Storage Compatibility Chart refer to the following link under the Defense Ammunition Center web site under Yellow Book On-line: <https://www3.dac.army.mil/AV/R14combined.pdf>

Group	A	B	C	D	E	F	G	H	J	K	L	N	S
A	X	Z											
B	Z	X	Z	Z	Z	Z	Z					X	X
C		Z	X	X	X	Z	Z					X	X
D		Z	X	X	X	Z	Z					X	X
E		Z	X	X	X	Z	Z					X	X
F		Z	Z	Z	Z	Z	Z					Z	X
G		Z	Z	Z	Z	X	X					Z	X
H								X					X
J									X				X
K										Z			
L													
N		X	X	X	X	Z	Z					X	X
S		X	X	X	X	X	X	X	X			X	X

TABLE NOTES – From DA Pam 385-64

A Draft-Revision to DA Pam 385-64 contains changes to the below notes and appears in Chapter 7.

1. “X” indicates that these groups may be combined in storage, otherwise, mixing is either prohibited or restricted according to note #2.
2. “Z” indicates that, when warranted by operational considerations or magazine nonavailability and when safety is not sacrificed, logical mixed storage of limited quantities of some items of different groups may be approved. These relaxations involving mixed storage shall be approved by the MACOM and are not considered waivers. However, DA shall determine which items within Group K may be stored together and which must be stored separately. Group K requires not only separate storage from other groups but may also require separate storage within the group.
3. Compliance with compatibility criteria is not required for mission essential or operationally necessary quantities of explosives in Class/Division 1.4 or 6.1 (excluding toxic chemical munitions) up to 100 lbs. NEW Class/Division 1.3 and up to 50 lbs. New Class/Division (04) 1.4 See DA Pam 385-64, paragraph 5-1b for Q-D requirements and additional information concerning small quantities of explosives.

4. Equal numbers of separately packaged components of complete rounds of any single type of ammunition may be stored together. When so stored, compatibility is that of the assembled round; for example, WP filler in Group H, HE filler in Groups D, E, or F as appropriate.
 5. Ammunition items without explosives that contain substances properly belonging to another U.N. hazard class may be assigned to the same compatibility group as items containing explosives and the same substance, and be stored with them.
 6. DA may authorize ammunition designated “practice” by National Stock Number (NSN) and nomenclature to be stored with the fully loaded ammunition it simulates.
 7. The MACOM may authorize the mixing of compatibility groups, except items in Groups A, K, and L, in quantities not exceeding 1000 lbs. NEW per storage site. This is independent of note #2 and the exception found in DA Pam 385-64, paragraph 4-4b.
 8. For purposes of mixing, all items must be packaged in approved storage/shipping containers. Items shall not be opened for purposes of issuing unpackaged munitions in storage locations. Outer containers may be opened in storage locations for inventorying; for removing munitions still inside an approved inner package in limited amounts, and for magazines storing only hazard division 1.4 items, unpacking, inspection, and repacking the hazard division 1.4 ammunition.
 9. Articles of compatibility Groups B and F shall each be segregated in storage from articles of other compatibility groups by means which are effective in preventing propagation of those articles.
 10. If dissimilar HD 1.6 SCG N munitions are mixed together and have not been tested to ensure nonpropagation, the mixed munitions are considered to be HD 1.2, SCG D for purposes of transportation and storage. When mixing SCG N munitions with SCGs B through G, see DA Pam 385-64, chapter 5, paragraph 5-2f through 5-2i about changing quantity-distance (QD) class/divisions.
 11. For storage purposes, fuzes assigned to SCG D are also compatible with fuzes assigned to SCG B.
- * Group L** Ammunition not included in other compatibility groups. Ammunition having characteristics that do not permit storage with dissimilar ammunition belong to this group. Examples are water-activated devices, prepackaged hypergolic liquid-fueled rocket engines, certain FAE devices, triethyl aluminum (TEA), and damaged or suspect ammunition of any group. Types presenting similar hazards may be stored together but not mixed with other groups.

APPENDIX D

AHA Assignment Memorandum

SUBJECT: Assignment of AHA Milvan(s), Vehicle Holding Area Parking, or Bay Space

1. Unit: _____ Phone: _____

2. N.E.W. (Attach Inventory Sheet): _____

3. Assignment Date: _____ Termination Date: _____

4. Milvan/Vehicle Parking Area Number: _____

5. The following personnel are authorized access to the AHA for the purpose of temporarily storing ammunition in a Milvan/Vehicle Parking Space. Only those personnel who are authorized on DA 1687 to receive class V supplies can be listed below. These personnel are authorized to escort a work crew to their assigned AHA Milvan or Vehicle Parking Space only.

_____; _____; _____

_____; _____; _____

_____; _____; _____

6. Milvan(s) will be locked with unit locks i.e., one high security and one low security lock. All ammunition will be physically inventoried every 24 hours (see ASP External SOP), also all Cat I missiles and rockets will be controlled by two personnel at all times.

7. Storage of ammunition, explosives and missiles in the Milvans will be IAW AR 385-64, AR 710-2, DA Pam 710-2-1, FL Reg 700-20 and ASP External SOP.

8. Unit representatives are responsible to police Milvan and/or Vehicle Parking Space. The unit assumes full responsibility and accountability for the ammunition stored in its Milvan/Vehicle Parking Space.

9. Unit Representative (Print and Sign): _____

10. ASP Representative (Print and Sign): _____

NOTE: AHA GATE GUARD MUST Verify ASP representative's signature on this form with the Asp's DA Form 1687, Signature Card located in the AHA Guard Instruction Book.

APPENDIX E

AHA Customer Checklist (Not Inclusive)

Initials:

_____ Personnel **must** be on the units DA Form 1687 (Signature Card) to be authorized access into the AHA

_____ Customer **must** complete AHA Daily Inventory Report, with Net Explosive Weights (NEW)

_____ Customer **must** have read and fully understand the ASP External SOP as it relates to AHA Management procedures

_____ Customer **must** show a High Security lock For CAT I and Cat II before a milvan will be assigned

_____ Customer **must** sign for the ASP key & lock to the assigned milvan

_____ Customer by his/her initials indicates that he/she has read and understands the AHA Assignment memorandum

_____ Customer **will** receive two (2) copies of the AHA Assignment Memorandum

_____ Customer **must** give copy one (1) of the Assignment memo to the AHA Guards, copy two (2) is for Customer Service

_____ Customer **will** also receive one (1) copy of the signed AHA Daily Inventory Report and Customer Checklist

_____ Customer **must** when storing A&E in a milvan , separate by DODIC, Lot #, and Condition Code

_____ Customer **must** complete a separate DA Form 3020-R (Magazine Data Card) for each separate line, DODIC, Lot Number and Condition Code for all A&E being stored

_____ Customer **must** keep assigned Space/Milvan/Bay policed at all times

_____ Customer **must** park in assigned space **only**

_____ Customer **will** place one (1) 10BC Fire Extinguisher in front of and One (1) fire extinguisher in the rear of each vehicle

_____ Customer **must** place DD Form 626, Motor Vehicle Inspection Checklist in the vehicle's Log Book

_____ Customer **must** place the Vehicle Log Book on the Driver's Seat

_____ Customer **must not** lock the vehicle, and must not disconnect/unhook trailers from their vehicles

AHA Customer Checklist Continued (Not Inclusive)

_____ Customer **must** ensure all A&E is safely secured to their vehicles/trailers at all times

_____ Customer **must not** store CAT I or CAT II explosives in or on vehicles or trailers

_____ Customer must conduct a daily inventory of all A&E stored in assigned vehicle spaces, milvans, and or bays

_____ Customer understands that this **must be done** even when the space/milvan/bay is empty, but still assigned. **No Exceptions**

_____ Customer must place AHA Daily Inventory Report in the Inventory box located in the AHA Guard house

_____ Customer **must** place the inventory in the box, **do not hand to the guard**

_____ IAW with JBLM guidance, failure to conduct the required Daily Inventory (once every 24 hours) **will** result in Command Notification (0-5 or above) and an 0-5 Memorandum will be required

_____ AHA Extensions **may** be granted when a Live Turn-in has been scheduled with the ASP or when a memo is submitted by a 0-5 or above. **NOTE***** Extensions must be received prior to the AHA Termination Date.

Unit Representative: (Print: Last, First, MI) Rank

(Signature)

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX G

Customer Discrepancy Letter/Command Notification

DEPARTMENT OF THE ARMY
FORT LEWIS AMMUNITION SUPPLY POINT
FORT LEWIS, WA 98433

IMNW-LEW-LGS

DATE _____

MEMORANDUM FOR Customer Unit

Subject: Customer Discrepancy/command Notification

1. Customer information (to be filled out by ASP Rep):

- a. Unit/MSC: _____ POC: _____
- b. Document Number(s): _____
- c. Apt. Time _____ Arrival Time: _____
- d. Type of transaction (e.g., issue, live or residue turn-in, etc): _____

2. ASP Representative – Discrepancy and Recommendation (be specific):

- a. Printed name and signature of ASP Rep: _____

3. Chief ASP/Accountable Officer:

- a. Action taken by: _____

- b. Signature of ASP Approving Authority: _____

4. Customer Actions and Receipt:

- a. Command notification (Battalion Commander) is required when the ASP is adversely impacted by the customer or when the customer is adversely impacted by it's own action/non-actions. The purpose of this notification is to ensure commanders are aware of all problems that could have or has already adversely impacted accountability, safety, physical security, training, and/or Army readiness.
- b. Prior to any future support by the ASP a memorandum signed by the Battalion Commander must be submitted to the Chief ASP/DOL stating what occurred and all corrective action taken to preclude it from reoccurring again. Again, this memorandum constitutes command notification and should be used to improve ammunition management.
- c. Acknowledge Receipt by Customer (Print and Sign): _____
- d. Acknowledge Receipt: S-3/S-4 Officer (Print and Sign): _____
(Note: O-5 memos must be original: faxes or copies are not acceptable. The S-3/S-4 acknowledgment of receipt may be faxed to the ASP at FAX # (253) 967-5082.)

CF:
Chief, ASP
ASP Customer Service

APPENDIX H

RESIDUE THAT REQUIRES A SHORTAGE STATEMENT

1. Case cartridge, all types and sizes
2. Box metal can, containers all types and sizes
3. Box, wooden, w/exception of wire bound boxes
4. Pallet assembly top and bottom (155mm)
5. Plug lifting all types
6. Grommet plastic and metal
7. All rockets and missiles
8. Tube signal
9. Mounting bracket assembly all types
10. Plastic containers and support holders
11. Fiber containers waxed dipped, other types included
12. Links 5.56, 7.62, .50 Cal

Note: This list is not inclusive and may change from time to time, when in doubt call the ASP at 967-7841/7822. Also, Per FORSCOM Regulation 700-4 all residues must be returned to the ASP for processing i.e., "DO NOT" dispose of any residue.

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX I
Residue, Live Ammo Receipt

IMWE-LEW-LGS

Date: _____

MEMORANDUM FOR RECORD

SUBJECT: Live Ammo Found Mixed in With Residue – Return Receipt

1. On the date listed above, live ammunition was found mixed in with residue. Per Army policy, no live ammo can be mixed with residue.

2. Customer Unit: _____, Name: _____

3. Phone Number: _____, Document No(s): _____

4. Type of Ammo and Qty found:	<u>Type</u>	<u>Qty</u>
	_____	_____
	_____	_____
	_____	_____

5. **Customer Unit Representative:** I understand that it is my responsibility to immediately schedule a live turn-in appointment. This must be conducted prior to submitting any shortage statements and reconciling the document(s).

Customer Rep: (print and sign): _____

6. The ammunition above was returned to the unit and a copy of this memorandum was provided to the customer rep.

ASP Residue Rep (print and sign): _____

7. POC for this action/memo is the ASP Accountable Officer at 967-7822/7841.

CF:

Customer Rep

Customer Service

Chief, ASP

APPENDIX J

CONSUMPTION CERTIFICATE ITEMS

The following DODIC's require Consumption Certificates (DA Form 5692-R). Follow procedures in DA Pam 710-2-1. (THIS LIST IS NOT ALL INCLUSIVE).

<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>UNIT OF ISSUE</u>
C995	84mm Antitank Weapon (AT4) EA	
G881	Grenade, hand M67 Fragmentation	EA
G900	Grenade, hand, INCND, AN-M14	EA
G911	Grenade, hand, offensive, MK3A2	EA
H110	Rocket, 66mm Incendiary	EA
H557	Rocket, HE, 66mm, AT, M72A2 LAW	EA
H708	Rocket, practice, 35mm sub caliber	EA
K010	Bursters, Incendiary, M4	EA
K092	Mine, APERS M16	EA
K121	Mine, APERS M14	EA
K143	Mine, APERS M18	EA
K145	Mine, APERS M18 w/o Firing device	EA
K146	Mine, APERS M26	EA
K180	Mine, AT Heavy M15	EA
K181	Mine, AT Heavy M21	EA
K250	Mine, antitank, HE, NM M19	EA
M023	C4 2 ¼ lb	EA
M024	CHG Demo Block Petn	EA
M026	Demolition Kit, Bangalore torpedo, M1A1	EA (10 5FT Torpedoes)
M028	Bangalore Torpedo	EA (10 5FT Torpedoes)
M030	TNT ¼ lb.	EA
M031	TNT ¼ lb	EA
M032	TNT ¼ lb	EA
M034	Charge, Demo Blk TNT 8lb	EA
M035	Charge, Demolition, chain 2 ½ lb TNT	EA
M036	Charge, Demolition, Block, M1	EA
M039	Charge, Demolition, Block, 40 lb Cratering	EA
M060	Charge, Demolition, roll	EA
M127	Cap, blasting, electric #8, 4 th Delay	EA
M130	Cap, Blast Elec	EA
M131	Cap, Blast Nonelec	EA
M241	Destructor, explosive, universal, M10	EA
M308	Cartridge, delay	EA
M327	Coupling Base, Firing Device W/Primer	EA
M420	Shape Chg 15 lb	EA
M421	Shape Chg 40 lb	EA
M445	Demolition KIT, Projected Charge, M1	EA (1 170FT Det Ca 1 R Mtr 1 Fz Ing)

CONSUMPTION CERTIFICATE ITEMS (CONT.)

M448	Detonator, Percussion, M2A1, 8-Sec Delay	EA	
M450	Detonator, Percussion, M1A2	EA	
M456	Cord, Detonating, Reinforced, Waterproof	FT	
M500	Cutter, Line, M21	EA	
M540	Detonator Kit, M1	EA	(1 Firing Mec 1 Bla Cap)
M591	Doc Dest, Incend, M3 20lb w/ign	EA	
M605	Document Destroyer M3	EA	
M615	Document Destroyer, M25	EA	
M619	Firing Device, M1 12-32 Min Delay	EA	
M626	Firing Device, Demolition, M1A1	EA	
M627	Firing Device, Demolition, M5	EA	
M629	Firing Device, Demolition, M3	EA	
M630	Firing Device, Demolition, M1	EA	
M670	Fuse, Blasting, Time 50ft roll	FT	
M757	Charge, Assembly, Demolition M883	EA	(16 Blocks C4, 4 priming assy)
M766	Igniter, Time Blasting Fuse, M2	EA	
M810	Primer, Percussion, Cap	EA	
M842	Squib, M1	EA	
M965	Cratering, Charge M180	EA	
M981	Charge, Demolition, Sheet Roll 25ft	EA	
M993	Charge, Demolition, Sheet Roll 50ft	EA	
ML03	Firing device, demolition: M142 multipurpose	EA	
ML04	Cutter HE MK23	EA	
ML05	Cutter HE MK24	EA	
ML09	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML13	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML14	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML15	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML16	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML19	Charge, Demolition, FLEX Linear Shape 20lb	EA	
ML47	Cap, Blasting	EA	
MM15	Munitions Selectable, Light Weight	EA	
MM48	Charge, Demolition	EA	
MM56	Detonator, Nonelec MK123 MOD 0	EA	
MM57	Detonator, Nonelec	EA	
MN02	Cap, Blasting Nonelec 500 ft Shk tube XM12/M12	EA	
MN03	Cap, Blasting Nonelec 1000ft Shk tube XM13/M13	EA	
MN06	Cap, Blasting Nonelec Delay XM14/M14	EA	
MN08	Igniter, Time Blasting Fuse XM81	EA	
MN11	Firing Device, Demo Time Delay M147	EA	

CONSUMPTION CERTIFICATE ITEMS (CONT.)

MN79	Anti-Personnel Breech Sys (APODS)	EA
MY57	Prop Powder IMR	EA
MY77	Water Gel Explosive	EA
PL34	GM & Lnchr AT FGM-148A Javelin	EA
PL53	GM & Lnchr AT FGM-148B Javelin	EA
PL64	GM & Lnchr AT FGM-148C Javelin	EA
PE64	Guided Missile, Practice	EA
PN16	Grip Stock, Nonelec M7	EA
PJ01	REDEYE	EA
PJ02	GM, Stinger, Basid, WPN RND	EA
PJ03	GM, Stinger, Post MSL RND	EA
PJ04	GM, Stinger, RMP, MSL RND	EA
PL22	GM, & Launcher, Dragon, M223 (TP)	EA
PL23	GM, & Launcher, Dragon, M222 (HEAT)	EA
PL90	GM, & Launcher, Basic, MSL RND	EA
PL91	GM, Stinger, Post, WPN RND	EA
PL92	GM, Stinger, Post, Partial	EA
PL93	GM, Stinger, Basic, WPN RND, Partial	EA
PL94	GM, Stinger, RMP, WPN RND	EA
PL95	GM, Stinger, RMP, Partial	EA
UNAS	Propellant Powder	EA
X455	Booster Slip on PETN 20 GR	EA
X564	Detonators, Nonelec, M7	EA
X577	Shock Tube Initiator	EA
X585	Detonator Shock Tube	EA
X640	Explosive, Blasting Demo Charge Sheet	EA
Z219	Soviet RPG 7	EA

APPENDIX K
Ammunition Inspection Certificate

AMMUNITION INSPECTION CERTIFICATE

I CERTIFY THAT THE AMMUNITION IN THIS CONTAINER IS OF THE SAME LOT NUMBER AS PRINTED ON THE CONTAINER.

ALL AMMUNITION COMPONENTS ARE PRESENT AND ARE PROPERLY PACKAGED.

CONTENTS:

TYPE OF AMMUNITION: _____ LOT NUMBER: _____

ISSUE DOCUMENT: _____ UNIT NAME: _____

QUANTITY: _____

RANK/NAME: _____ SIGNATURE: _____
(SFC OR ABOVE)

AMMUNITION INSPECTION CERTIFICATE

I CERTIFY THAT THE AMMUNITION IN THIS CONTAINER IS OF THE SAME LOT NUMBER AS PRINTED ON THE CONTAINER.

ALL AMMUNITION COMPONENTS ARE PRESENT AND ARE PROPERLY PACKAGED.

CONTENTS:

TYPE OF AMMUNITION: _____ LOT NUMBER: _____

ISSUE DOCUMENT: _____ UNIT NAME: _____

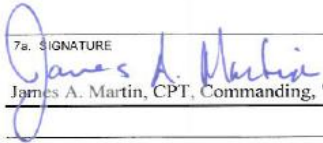
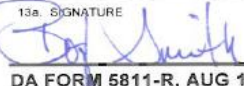
QUANTITY: _____

RANK/NAME: _____ SIGNATURE: _____
(SFC OR ABOVE)

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX L
Certificate of Loss or Damaged Class V (DA 5811-R)

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.						
PART I - CERTIFICATION						
I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
*****NSN*****	Supplementary Charge		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. CIRCUMSTANCES OF LOSS OR DAMAGE						
7a. SIGNATURE  James A. Martin, CPT, Commanding, "A" Battery					7b. DATE 5 June 1989	
PART II - ACTION						
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input checked="" type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item (s) was <input checked="" type="checkbox"/> was not <input type="checkbox"/> misconduct, or deliberate unauthorized use. The following actions shall be taken. due to negligence, willful					CHECK ALL THAT APPLY	
9. No further action is required. ➔					<input type="checkbox"/>	
10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.					<input type="checkbox"/>	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.					<input type="checkbox"/>	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.					<input checked="" type="checkbox"/>	
13a. SIGNATURE 			13b. TITLE Bob Smith, LTC, Commander, 1-505th Arty B		13c. DATE 8 June 1989	

DA FORM 5811-R, AUG 1989 AFD PE v1.02ES

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX N

Letter of Lateness (Example)

LETTER OF LATENESS MEMORANDUM (Sample)

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR Chief, Fort Lewis Ammunition Supply Point (ASA)

SUBJECT: Letter of Lateness

1. Request approval of the following unforecasted ammunition to support HHC BDE training in Yakima FTX. Training dates are 3 – 21 October 2005.

2. Document number **W81TW1 5263-5056, Tamis Control # 2630155**. The following items are unforecasted for Yakima for October 2005.

AA49 9mm ball 500rds.

Ammunition is being requested to conduct range qualification for 8 personnel. If rounds are not provided, 6 personnel will not be qualified with current assigned weapon; unit will fall to USR reporting levels of T2/3 within the next 30 days; etc.

3. POC this request is CPT Avenger, BN S-3, at 967-5555.

BILLY T. KID
LTC, OD
Commanding

APPENDIX O

O-5 Memo (Example)

APPENDIX O

CUSTOMER DISCREPENCY MEMO (O-5)

A "0-5 Memorandum" for a Customer discrepancy or Customer deficiency must be addressed to the Chief, ASP and should address the following:

1. The discrepancy or the deficiency must be stated. The statement must be specific. Simply stating that there was a deficiency or discrepancy is not acceptable.
2. The date the discrepancy/deficiency was identified and the complete document number and document type (Issue, Live Turn-in, or Residue Turn-in) being referenced.
3. What the unit personnel are doing to avoid reoccurrences of the same problems in the future.
4. Who is the point of contact, and current POC telephone number?
- 5 The memorandum must be signed by the first LTC (O-5) or above in the unit chain of command.

Once the "0-5 Memorandum" is received addressing all the above issues, the Chief, ASP or his acting agent will determine whether or not the ASP will accept the memorandum.

APPENDIX P

Delegation of Authority (DA 1687)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA FORM 700-2-1. The preparing agency is GDCSLOC.</small>						DATE 15 Oct 1998	
AUTHORIZED REPRESENTATIVE(S)							
ORGANIZATION RECEIVING SUPPLIES 223rd Aviation Battalion				LOCATION Fort Rucker, AL			
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER		AUTHORITY REQ. REC.		SIGNATURE AND INITIALS	
ETS: INDEF Bryan, Christopher C.		CWA		YES YES		<i>Bryan C. Bryan</i> CBC	
ETS: 27 Jun 1004 Kearney, Chasel C.		MSG		NO YES		<i>Chasel C. Kearney</i> CCK	
REMARKS/NOT USED							
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER							
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. THE AUTHORITY FOR: request and receive Class 5 supplies.							
REMARKS: ASPM4 Ft. Lee VA "Authorized representatives listed above have passed security screening required by AR 190-11".							
I ASSUME FULL RESPONSIBILITY							
UNIT IDENTIFICATION CODE WASHAA				DDOAAAC/ACCOUNT NUMBER W64ARC			
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE		TELEPHONE NUMBER		EXPIRATION DATE SIGNATURE	
Timothy L. McManus		LTC		(804) 734-4592		18 Oct 1998 <i>Timothy L. McManus</i>	

DA FORM 1687, JAN 82 EDITION OF DEC 87 IS OBSOLETE. USARMC V1 88

Figure 11-3. Sample of a completed DA Form 1687

Legend for Figure 11-3:

Completion instructions by block number for DA Form 1687 when used to request class 5 items

- (1) **Date** Enter the calendar date the form is prepared.
- (2) **Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
- (3) **Location** Enter the name of the installation on which the unit is located.
- Authorized Representative(s)**
- (4) **Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive ammunition. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.
- (5) **Social Security Number** Leave blank. Enter "not used" on next available line when all lines are not used.
- (6) **REQ/REC** Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter "YES" in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."
- (7) **Signature and Initials** Enter the signature and initials of authorized representatives.
- Authorization by Responsible Officer or Accountable Officer**

(8) **Delegates To** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requestion or receipt of class 5 supplies as indicated above."

Withdraws From Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

(9) **Remarks** Enter the ASP or other activity to which form is being sent. Enter following statement: "Authorized representatives listed above have passed security screening required by AR 190-11."

(10) **Unit Identification Code** Enter UIC.

(11) **DDOAAAC/Account Number** Enter the unit DDOAAAC and any locally assigned account number.

(12) **Last name - first name - middle initial** Enter name of responsible person.

(13) **Grade** Enter grade or rank of responsible person.

(14) **Telephone Number** Enter telephone number of responsible person.

(15) **Expiration Date** Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.

(16) **Signature** Enter signature of responsible person.

Note. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials, will be either printed in ink or typewritten. The signature, (payroll) and initials will be written in ink.

FIGURE 0

APPENDIX Q
Letter of Cancellation (example)

How to Write a Request to Cancel a Document: DA Form 581 for Issue or Turn-in

UNIT LETTER HEAD

UNIT OFFICE SYMBOL	DATE
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Memorandum for Chief, Ammunition Supply Point

SUBJECT: Cancellation of Document

1. Request cancellation of the following issue/ live-turn in document.
 - a. Complete Document Number
 - b. Scheduled Apt. Date
 - c. Reason for cancellation:
2. Any solution on the unit's behalf that could prevent scheduling of documents and then the cancellation of the document. If the problem was not foreseeable, please state that the situation could not have been prevented.
3. POC and telephone number/e-mail.

Complete Signature Block of the Company Commander (O-3 or above)

FIGURE P

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX R

DA Form 5515, Training Ammunition Control Document

FL Reg 700-20

DA FORM 5515, TRAINING AMMUNITION CONTROL DOCUMENT

1. This form is used to sub hand receipt ammunition.
2. A copy of this form will be attached to each copy of the issue documents (DA Form 581) and retained at the unit.
3. It can be used to sub hand receipt the same ammunition two times. Additional 5515's is authorized.
4. All information for this form can be obtained from the DA Form 581 or DA Form 3151-R.

TRAINING AMMUNITION CONTROL DOCUMENT												1. Document NO.	2. Page	3. Document Serial NO
For use of this form, see AR 710-2 the proponent agency is DCSLOG												WK4K75 7266-0001-A	1 OF 1	AA5515 0962146
SECTION A						SECTION B								
4. FROM		5. TO		6. DATE ISSUED 1 OCT 97		23. FROM		24. TO		25. DATE ISSUED				
S-3 HHC 1/33 ARMOR (3RD BDE)		2ND PLT HHC 1/33 ARMOR (3RD BDE)		7. DATE TURNED-IN 6 OCT 97						26. DATE TURNED-IN				
8. ITEM	9. DODIC/ NOMENCLATURE	10. LOT/SERIAL NO	11. QTY ISSUED	12. QTY RESIDUE REQUIRED	13. QTY RESIDUE TURNED IN	14. QTY LIVE TURNED IN	27. QTY ISSUED	28. QTY RESI REQUIRED	29. QTY RESIDUE TURNED IN	30. QTY LIVE TURNED IN				
1	A059 5.56MM BALL	LC-81005-143	3360	45.36 lbs										
2	A131 7.62MM 4+1	BN-87A001-544	3200	83.2 lbs	62 lbs	800								
3	A363 9MM BALL	LC-89F006-005	1000	9 lbs	5.4 lbs	400								
15. ISSUED BY SGT FISHER TRN NCO			16. RECEIVED BY SGT SANDAVOL SQDLDR 2ND PLT			31. ISSUED BY			32. RECEIVED BY					
17. TURNED IN BY SGT SANDAVOL SQDLDR 2ND PLT			18. RECEIVED BY SGT FISHER TRN NCO			33. TURNED IN BY			34. RECEIVED BY					
19. BRIEFED BY SGT SANDAVOL SQDLDR 2ND PLT			20. BRIEFED BY SGT SANDAVOL SQDLDR 2ND PLT			35. BRIEFED BY			36. BRIEFED BY					
21. VERIFIED BY SGT FISHER TRN NCO			22. INSPECED BY DION OGLES, 1LT XO			37. VERIFIED BY			38. INSPECED BY					
REMARKS AA581 - 0883155														

IMLM-LGS

SUBJECT: DOL SOP 700-S1, Joint Base Lewis-McChord (JBLM) Ammunition Supply Point (ASP) and Ammunition Holding Areas (Old and New AHAS) External Standing Operating Procedure (SOP)

APPENDIX S HELPFUL LINKS

Hyperlink for CFR 49:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49tab_02.tpl

For FL Reg 190-11:

[https://150.192.50.199/publication/FLReg/190-11/FLReg190-11_\(2004\).pdf](https://150.192.50.199/publication/FLReg/190-11/FLReg190-11_(2004).pdf)

...and change 1:

[https://150.192.50.199/publication/FLReg/190-11/FL%20Reg%20190-11,C1_\(2006\).pdf](https://150.192.50.199/publication/FLReg/190-11/FL%20Reg%20190-11,C1_(2006).pdf)